



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF ELECTRICAL AND MECHANICAL INSPECTOR

Class No. 003673

■ CLASSIFICATION PURPOSE

To check commercial and residential plans for mechanical, plumbing, and electrical code compliance and to provide technical training and guidance to the Building Inspection staff on matters related to electrical and mechanical plan checking and inspection; to perform the most difficult code inspections; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found only in the Department of Planning and Land Use. Its primary function is to serve as technical expert on all matters related to the electrical, mechanical, and plumbing codes, and to train the inspection staff in the techniques of inspection.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Examines construction plans and specifications of residential, commercial, industrial, and public occupancy buildings.
2. Recommends plan changes to comply with building codes and electrical, plumbing, and mechanical installation requirements.
3. Makes difficult computations.
4. Trains and counsels inspection staff on matters related to electrical, mechanical, and plumbing inspections and keeps them abreast of changes in methods, materials, or requirements.
5. Conducts the most difficult field inspections of installations.
6. Conducts emergency inspections in the absence of building inspectors.
7. Provides information concerning code requirements to architects, engineers, contractors, owners, public utilities, and other county agencies.
8. Conducts special investigations and writes reports related to building inspection issues.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The National Electrical, Plumbing, and Mechanical Codes.
- Electrical, mechanical, and plumbing systems and technology.
- Methods and techniques for analyzing and interpreting plans, specifications and working plans related to inspection procedures and practices.
- Regulatory practices, rules and ordinances governing the installation of proper systems.
- The variety and characteristics of materials and equipment and their proper installation.
- Principles and techniques of training.
- Building construction trades in order to coordinate work with others.
- The National Fire Protection Association (NFPA) Standards.
- County customer service objectives and strategies.

Skills and Abilities to:

- Analyze and interpret design details, plans and specifications.
- Train and orient staff and perform in an advisory role in matters relating to inspections.
- Communicate effectively and tactfully with owners, architects, builders, and the general public in effecting compliance to codes.
- Prepare records and reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: five (5) years of journey-level experience performing electrical, plumbing, and mechanical plan review and/or inspections in the construction field enforcing building codes. This experience must include inspections of commercial and industrial buildings, subdivision tracts, apartments and condominiums.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting, carrying and maneuvering of building plans and files weighing up to 30 pounds. Climb and make inspections.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An International Conference of Building Officials (ICBO) Combination Inspector Certificate is required within six months from the date of hire.

Working Conditions

Office environment; exposure to computer screens. Field environment: varying weather conditions, hazards around construction sites and exposure to noise, fumes and dust.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: November 15, 2002
Retitled: November 15, 2002
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